



**Preschool Classrooms in Public Schools
Provider Eligibility Standards (PES) Checklist
Paths to QUALITY™ Level 1 only**

Preschool Program Name	Inspector or consultant		
School District	Date (month, day, year)		
Address (number and street)	Time From: To:		
City	Telephone number ()		
Identification number	County		
During the inspection of this preschool program _____ children present and _____ teachers/assistant teachers.			
REQUIREMENT:	YES	NO	N/A
IC 12-17.2-3.5-5(a)(1) 1. A Residential Building shall have working smoke detectors on each level, top of each stairway and adjacent to each sleeping area (as required by SFM) OR A Non-residential Building shall have fire alarm and suppression systems as required by applicable rule of the Fire Prevention and Building Safety Commission. Building Type: _____	X		
IC 12-17.2-3.5-10(b)(3) 2. Two and a half pound or greater ABC multiple purpose fire extinguisher on each floor and in the kitchen with valid expiration date.	X		
IC 12-17.2-3.5-10(a) (Applies to providers enrolled in CCDF program after June 30, 2002.) 3. A school where a provider operates an early learning program must have two exits that: <ul style="list-style-type: none"> • Are on different sides of the building. • Do not go through a garage or storage area where hazardous materials are stored. • Are not blocked. • Are not windows. • Are operable from the inside in a one step process (no key or special knowledge required). • Have a permanently attached stairway or ramp if not at ground level. 	X		
IC 12-17.2-3.5-10(b)(1) and (2) 4. Each early learning program shall have monthly documented fire drills including date / time / weather conditions / name of person conducting drill / full evacuation time and maintained for previous twelve (12) months. Date of last drill (month, day, year) _____			
IC 12-17.2-3.5-6 5. Each early learning teacher/assistant teacher shall have an intradermal tuberculosis (TB) test and result prior to contact with children. Each teacher/assistant teacher who has a history of a positive TB test or disease shall have an annual health assessment by a physician to reflect symptom screening for TB.			X
IC 12-17.2-3.5-7(a) 6. An early learning program shall have written plans for notifying parents of the following: <ul style="list-style-type: none"> • Illness, serious injury, or death of provider. • Care in an emergency. • Emergency evacuation (fire, tornado); this shall be posted in the classroom where the provider operates the early learning program. 			
IC 12-17.2-3.5-8 7. At least one adult shall have annual certification in CPR applicable to all age groups enrolled in the early learning program and is present at all times when children are present, and Each teacher/assistant teacher shall have current certification in First Aid.			
IC 12-17.2-3.5-5(a)(2) 8. The early learning program shall have hot and cold running water from an approved source in the area of the school where the provider operates an early learning program. Water source: _____ Public _____ Private _____ Valid water test date (month, day, year) _____ Meets IDEM standards as required. IDEM water system number _____	X		

REQUIREMENT	YES	NO	NA
IC 12-17.2-3.5-9(a) and (b) 9. A provider shall, in each school where the provider operates an early learning program have a communication device: <ul style="list-style-type: none"> • At least one (1) working telephone • That is approved by the division; and Compatible with an automated time and attendance tracking system approved by the division. 	X		
			X
IC 12-17.2-3.5-11(a) 10. Each early learning provider shall have the following items inaccessible to children: <ul style="list-style-type: none"> • Firearms and ammunition <i>Location:</i> _____ • Poisons, chemicals, bleach and cleaning materials <i>Location:</i> _____ • Medications 			
IC 12-17.2-3.5-4.1 11. The early learning administrator, teacher, assistant teacher and volunteer within the early learning program has provided evidence that they have not been named in the Child Protection Index IC 31-9-2-14.			
IC 12-17.2-3.5 12. • Documentation that a criminal history check has been completed for the preschool administrator/teachers/assistant teachers/volunteers indicating that the individual has not been convicted of a prohibitive crime under IC12-17.2-3.5.	X		
IC 12-17.2-3.5-12.1 13. Each teacher and assistant teacher shall have documentation of a drug test and result does not show presence of illegal controlled substance(s). (<i>Standard 5 or 8 panel urine test</i>) and an early learning program shall have: <ul style="list-style-type: none"> • Written policy requiring random drug testing of teachers and assistant teachers and • Required testing if individual is suspected of noncompliance and • Policy for suspension, rehabilitation and reinstatement of persons tested above. 	X		
	X		
	X		
	X		
IC 12-17.2-3.5-11.1 14. Each child has age appropriate immunizations including Varicella and Pneumococcal vaccines. Documentation includes: <ul style="list-style-type: none"> • Names of all children (<i>including provider's</i>) enrolled in the early learning program. • Immunization records for each child (<i>includes month, day and year given for each immunization and child's birth date</i>). • The child's physician documents child is in process of receiving immunizations or • A medical exempt statement from a physician or • A religious belief exemption statement from the parent. 			
IC 12-17.2-3.5-12.1 15. A early learning provider shall have a written policy prohibiting: <ul style="list-style-type: none"> • use of tobacco, unintended use of toxic substances, use (<i>homes</i>) of alcohol; use or possession (<i>centers and ministries</i>) of alcohol; and use or possession of illegal substances in the school where early learning is provided. 	X		
IC 12-17.2-3.5-5.5(a) 16. All children in the early learning program are continually (<i>sight or sound</i>) supervised by a teacher/assistant teacher.			
IC 12-17.2-3.5-5.5(b) 17. A provider who cares for children who are less than twelve (12) months of age: <ul style="list-style-type: none"> • Shall complete a training course in safe sleep practices, approved by the Division • Ensure that all caregivers of children who are less than twelve (12) months of age follow safe sleep practices 			X
			X
IC 12-17.2-3.5-4 18. A provider is ineligible to receive a voucher payment if the provider: (1) has been convicted of a: (A) felony under this code (B) misdemeanor under this code			
IC 12-17.2-3.5-5.5(b) 19. A provider shall meet sanitation standards for hand washing as established by the Division.			

REQUIREMENT	YES	NO	NA
IC 12-17.2-3.5-7(b) 20. An early learning provider shall: <ul style="list-style-type: none"> • Maintain a written child discipline policy • Ensure that all employees and volunteers follow the child discipline policy • Provide to the parent or legal guardian of each child enrolled in the early learning program a written copy of the child discipline policy • Maintain in each child's file a copy of the child discipline policy that has been signed by the parent or legal guardian 			
IC 12-17.2-3.5-7(c) 21. A provider shall allow unscheduled visits by a parent or legal guardian to a school where a provider operates an early learning program during the hours the early learning program is in operation.			
IC 12-17.2-3.5-11(b) 22. An early learning program shall do the following with respect to transporting children away from the school where the provider operated an early learning program: <ul style="list-style-type: none"> • Obtain written permission from the child's parent or legal guardian to transport the child Ensure the child is transported only by an employee or volunteer who: <ul style="list-style-type: none"> • Is at least eighteen (18) years of age • Hold's a valid driver's license • Transports the child in a properly licensed and insured motor vehicle 	X		
	X		
	X		
	X		
IC 12-17.2-3.5-8(b)(2) 23. The Individual is: <ul style="list-style-type: none"> • At least eighteen (18) years of age and may act as a teacher/assistant teacher without supervision of another teacher Is under eighteen (18) years of age and may act as a teacher/assistant teacher only if the individual: <ul style="list-style-type: none"> • Is at least fourteen (14) years of age • Is at all times when early learning is provided, directly supervised by a teacher who is at least eighteen (18) years of age 			
IC 12-17.2-3.5-8(b)(3) 24. Each teacher, assistant teacher, volunteer has received training concerning child abuse detection and prevention	X		
IC 12-17.2-3.5-8(b)(4) 25. Prior to employment or volunteer duties each employee or volunteer must receive a formal orientation to the school and the early learning program			
IC 12-17.2-3.5-8(c) 26. A provider shall: <ul style="list-style-type: none"> • Maintain at the school where the provider operates an early learning program documentation of all training required under this code • Make the documentation available to the division upon request 			
IC 12-17.2-3.5-8.5(a) 27. A provider shall provide to all employees and volunteers of the provider written material provided by the Office of Early Childhood and Out of School Learning in regards to reporting child abuse and neglect.			
IC 12-17.2-3.5-8.5(b) 28. An employee or a volunteer of a provider who has reason to believe that a child in the provider's care is a victim of child abuse or neglect shall make a report as required under IC 31-33-5.			
IC 12-17.2-3.5-16(a) 29. The division may decertify a provider for any of the following reasons: <ul style="list-style-type: none"> • The provider fails to comply with this chapter • The provider refuses to allow, during normal business hours, the division or an agent of the division to inspect the school where the provider operates an early learning program. 			X
			X
IC 12-17.2-3.5-19(a) 30. A provider shall immediately notify the parent or legal guardian of a child in the early learning program concerning any of the following that occur during the hours that a child is in the early learning program. <ul style="list-style-type: none"> • Bodily injury • Serious bodily injury • Death of a child 			

IC 12-17.2-3.5-19(b) 31. The provider shall notify the division: <ul style="list-style-type: none"> • Not more than twenty-four (24) hours after the occurrence for bodily injury and serious bodily injury. • Immediately after the occurrence of the death of a child. 															
IC 12-17.2-3.5-5 (c) and (d) 32. The school shall have, and maintain compliance with, a written policy describing the practice of the program concerning the following: <ul style="list-style-type: none"> • Safe conditions in the facility and on the grounds. • Safety of motor vehicles used to transport children. At the time a provider establishes the written policy and at the time of any subsequent change to the written policy, the provider shall: <ul style="list-style-type: none"> • file with the division; • post in a public location in the facility where the provider operates a child care program; and • provide to the parent or guardian of each child in the care of the provider; a copy of the written policy or change.(this would be covered in school house rules and only changed if those are updated) 	X														
	X														
	X														
	X														
	X														
IC 12-17.2-3.5-5(e) 33. The early learning program shall make available daily activities appropriate to the age, developmental needs, interests, and number of children in the care of the program, including the following: <ul style="list-style-type: none"> • Both active and quiet play. The program may include the use of safe, age-appropriate toys, games, and equipment for indoor and outdoor play. • Daily outdoor play 															
IC 12-17.2-3.5-5(f) 34. The early learning program shall make available to each child the following: <ul style="list-style-type: none"> • Appropriately timed, nutritious meals and snacks in a quantity sufficient to meet the needs of the child. • Drinking water at all times.(this is covered by food/sanitation for schools) 															
IC 12-17.2-3.5-5(c) 35. Preschool classrooms meet the requirements for child to teacher ratios and group size as required under IC12-17.2-4 and 470 IAC 3-4.7 Ratios and Groups sizes are as follows: <table border="1" data-bbox="191 957 1016 1083"> <thead> <tr> <th>Age of Child</th> <th>Teacher: Child Ratio</th> <th>Maximum Group Size</th> </tr> </thead> <tbody> <tr> <td>30–36 months</td> <td>7:1</td> <td>14</td> </tr> <tr> <td>3 years</td> <td>10:1</td> <td>20</td> </tr> <tr> <td>4 years</td> <td>12:1</td> <td>24</td> </tr> </tbody> </table>	Age of Child	Teacher: Child Ratio	Maximum Group Size	30–36 months	7:1	14	3 years	10:1	20	4 years	12:1	24			
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IC 12-17.2-3.5-8(b)(4) 36. The early learning program staff should receive <ul style="list-style-type: none"> • At least twelve (12) hours of continuing education approved by the division and related to the age appropriate educational development, care, and safety of children. 															

I understand that compliance with the requirements contained in this document is necessary for enrollment in Paths to QUALITY at Level 1. I understand that a verifying agent of the State (TCC) will inspect to ensure that these requirements are met. I understand that any changes in the information contained in this document must be promptly reported to IFSSA or the verifying agency. Failure to report any changes may result in a loss of Paths to QUALITY eligibility.

Signature of inspector / consultant	Date (month, day, year)	Signature of provider	Date (month, day, year)
MEETS ALL STANDARDS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by:	Date (month, day, year)